



Montana Electronic Tax Reporting Program for Withholding Tax ACH Credit Payments

Registration and Authorization Form

Transmitter name	
Employer name	
Employer mailing address	
Account ID	FEIN
Transmitter Contact Information (person sending ACH transactions to us)	
Contact person	Title
Signature	Phone number
E-mail address	Fax number

- In order for your ACH payment to be properly credited to withholding tax, the account number field must be 13 characters. The Account ID consists of the Montana Tax Number, the Profile Number and the Account Type. There are no spaces or hyphens in this 13 character ID.
- The State of Montana's bank account number must begin with the letters DOR. If the letters DOR are not included in the account number, the payment will not be applied to your account.
- To make ACH payments for withholding tax, complete the information above and submit to the Department of Revenue:

Mail completed form to:
Montana Department of Revenue
Electronic Tax Reporting Unit
Attention: Sandy Lehman
PO Box 5805
Helena, MT 59604-5805

Fax completed form to:
(406) 841-2525

OR

Questions? Please call us at (406) 841-2569 or send an email to : slehman@mt.gov